

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <b>Embassy Panama</b>	2. Agency <b>State/Pas</b>	3a. Position Number <b>N70101</b>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input type="checkbox"/> b. New Position  <input checked="" type="checkbox"/> c. Other (explain) <b>Recruitment Process</b>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	<b>Administrative Assistant, 105</b>	<b>FSN-8; FP-6</b>	<b>JG</b>	<b>09-19-04</b>
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (if different from official title) <b>Administrative Assistant</b>		7. Name of Employee <b>Vacant</b>		
8. Office/Section <b>Public Affairs Section</b>		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.   <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position.   <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.   <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.   <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
<b>13. Basic Function of Position</b>  Incumbent serves as advisor to the PAO on post administrative and financial management. Responsible for managing with the PAO, a total program budget of approximately \$800,000.00, including grants; in country speaker. Prepares all administrative and budget reports necessary for WHA/PD in Washington and for B&F Panama.				
<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b> <span style="float: right;"><b>15% OF TIME</b></span>  As advisor to the Public Affairs Officer on program management, participates in the development and formulation of budgetary aspects of the Public diplomacy portion of the MPP. Prepares Post's annual Budget Report to be submitted to Washington, making adjustments to be budget and outlining spending for the coming year. Submits the report to the PAO for approval and to WHA/PD for authorization of funds.				

15 % of time

Submit to the PAO, with the quarterly financial plan, a breakdown of recurring costs and discretionary funds available for programming; advises the PAO and other U.S. officers on the projected spending of program-related budgets in support of Country Plan objectives. Prepares a budget breakdown for Press and Cultural sections as required. Prepares a spending breakdown for special cultural events based on cost of past events and knowledge of the local market and other price factors, as required.

15% of time

Advises PAO, Cultural and Information sections on necessary logistics and funding for scheduled events, as required. As directed, establishes duty schedules to ensure that events are properly staffed; ensures that payments are made on schedule to any special contractors, and that adequate supplies are on hand for events and projects. Identifies and flags potential administrative or budgetary problems to appropriate American officers and makes recommendations for solutions.

20% of time

Prepares all grant documents for different kind of grantees, including Ambassador's Fund for Cultural preservation grants; administers special grants funded by Washington. Also prepares documentation for grants donations and the yearly report of all PAS grants to be sent to WHA/PDA to be included on the Inter Agency Working Group (IAWG). Prepares travel requests and other necessary paperwork for IIP, ECA grantee travelers, be they Fulbright scholars, or others. Also prepares reimbursement vouchers for official travel. Maintains representation cuff records and routinely advises the PAO on the funds balance.

10% of time

Determines with the Embassy B&F office weekly via E-mail the status of program section obligations. Reviews every month the Status of Funds and Status of obligations reports. Advises the PAO and B& office of any errors or problems concerning the reports.

15% of time

Coordinates procurement of all office equipment and supplies, whether through GSO or directly from local vendor; maintains program property replacement schedules; maintains monthly inventories of expendable and non-expendable supplies; prepares supply and equipment requisitions; drafts messages concerning outdated/lost/stolen property and acts as a liaison with the Embassy GSO on the disposal of program property; ensures that all computer equipment is in good operating condition, arranging for repair or replacement and disposal if not.

10% of time

Performs other related duties as are indicated from time to time.

**NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

## **15. Qualifications Required For Effective Performance**

### **a. Education:**

Two (2) years of college or university is required.

### **b. Prior Work Experience:**

Three years of financial, accounting, administrative or budgetary experience is required.

### **c. Post Entry Training:**

MS Excel, Windows and MS Word. Knowledge of Internet searches; outlook express.

### **d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):**

Level III (Good Working Knowledge) Speaking/Reading English is required. Level III (Good Working Knowledge) Speaking/Reading Spanish is required.

### **e. Job Knowledge:**

A good knowledge of procedures including budget and fiscal, personnel, procurement and contracting, travel, office management and other administrative procedures, regulations and requirements are required. All phases of office administration is required.

### **f. Skills and Abilities:**

Ability to assess problems and develop realistic solutions (e.g., how to plan for and administer available resources of funds, personnel, and equipment in the best interests of the country plan and program objectives) is required. Ability to coordinate with other personnel (American Officers and FSNs) on program development, financial plans, and the program budget is required. Ability to work well with others is required. Ability to plan expenditures for operations and program funds is required. Ability to deal effectively with Embassy personnel, host country government officials and business contacts is required. Good knowledge of MS Office is required.

## **16. Position Elements**

### **a. Supervision Received:**

Directly supervised by Public Affairs Officer.

### **b. Supervision Exercised:**

Supervises PAS laborer.

### **c. Available Guidelines:**

FAM particularly those sections dealing with administrative and accounting procedures. State Department FAM, Mission regulations and procedures. PAO and Cultural/Information Sections officials provide guidance on specific or general problems.

### **d. Exercise of Judgment:**

Must exercise good judgment in dealing with financial, personnel and administrative decision-making. Must be able to act independently when processing materials and documents.

### **e. Authority to Make Commitments:**

In consultation with the PAO, will be authorized to make administrative commitments. Can commit financial resources within pre-determined limits.

### **f. Nature, Level and Purpose of Contacts:**

Maintain contact at all professional, working levels with embassy, other USG agency, and local business personnel in connection with job responsibilities.

### **g. Time Expected to Reach Full Performance Level:**

12 months.